

Retention and Classification Report

Agency: Labor Commission. Division of Occupational Safety and Health.
Education and Consultation (1383)
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Records Officer Sara Danielson

28169 Consultation case files

AGENCY: Labor Commission. Division of Occupational Safety and Health.
Education and Consultation

SERIES: 28169

3

TITLE: Consultation case files

DATES: 2008-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document occupational safety and health consultation activities performed on local Utah businesses. Consultation cases determine exposure levels to health hazards where a violation of occupational safety and health regulations has occurred. Records include hazard identification for physical hazards, as well as industrial hygiene testing. They also include program assistance and training activities. Records include establishment name, establishment type (public or private), physical and mailing addresses, type of consultation activity, number of employees, telephone number, scope of the visit, time and date of the visit, narrative on findings, and the name and signature of the consultant.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 10 years and then

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(continued)

delete.

APPRAISAL:

Administrative Legal
Code of Federal Regulation Sections 1910 and 1926 define OSHA
requirements for the Department of Labor. Utah Administrative
Code Rule R614-1.

PRIMARY CLASSIFICATION:

Exempt Utah Code Section 63G-2-201(6)(a) access restricted as a
condition of participating in a federal program